

WILDLAND FIRE MANAGEMENT  
REFERENCE MANUAL - 18  
Safety

JHA Instructions	Emergency Evacuation Instructions																						
<p>The JHA shall identify the location of the work project or activity, the name of employee(s) writing the JHA, the date(s) of development, and the name of the appropriate supervisor approving it. The supervisor acknowledges that employees have read and understand the contents, have received the required training, and are qualified to perform the work project or activity.</p> <p><b>Blocks 1, 2, 3, 4, 5, and 6:</b> Self explanatory.</p> <p><b>Block 7:</b> Identify all tasks and procedures associated with the work project or activity that have potential to cause injury or illness to personnel and damage to property, material, or environment. Include emergency evacuation procedures.</p> <p><b>Block 8:</b> Identify all known or suspect hazards associated with each respective task/procedure listed in block 7. For example:</p> <ul style="list-style-type: none"> <li>a. Research past accidents/incidents.</li> <li>b. Research the Health and Safety Code, FSH 6709.11 or other appropriate literature.</li> <li>c. Discuss the work project/activity with participants.</li> <li>d. Observe the work project/activity.</li> <li>e. A combination of the above.</li> </ul> <p><b>Block 9:</b> Identify appropriate actions to reduce or eliminate the hazards identified in block 8. Abatement measures listed below are in the order of the preferred abatement method:</p> <ul style="list-style-type: none"> <li>a. Engineering Controls (the most desirable method of abatement). For example, ergonomically designed tools, equipment and furniture.</li> <li>b. Substitution. For example, changing to non-flammable, non-toxic, biodegradable solvents.</li> <li>c. Administrative Controls. For example, limiting exposure by reducing the work schedule.</li> <li>d. PPE (least desirable method of abatement). For example, using hearing protection when working with or close to portable machines (chain saws, rock drills, portable water pumps).</li> <li>e. A combination of the above.</li> </ul> <p><b>Block 10:</b> The JHA must be reviewed and approved by a supervisor. Attach a copy of the JHA as justification for purchase orders when procuring PPE.</p> <p><b>Blocks 11 and 12:</b> Self explanatory.</p>	<p>Work supervisors and crew members are responsible for developing and discussing field emergency evacuation procedures (i.e., medical plan) and alternatives in the event a person(s) becomes ill or injured at the worksite and needs to be expediently transported from the scene.</p> <p>Be prepared to provide the following information:</p> <ul style="list-style-type: none"> <li>a. Nature of the accident or injury (avoid using victim's name).</li> <li>b. Type of assistance needed, if any (ground, air, or water evacuation)</li> <li>c. Location of accident or injury, best access route into the worksite (road name/number), identifiable ground/air landmarks.</li> <li>d. Radio frequency(ies).</li> <li>e. Contact person.</li> <li>f. Local hazards to ground vehicles or aviation.</li> <li>g. Weather conditions (wind speed &amp; direction, visibility, temp).</li> <li>h. Topography.</li> <li>i. Number of person(s) to be transported.</li> <li>j. Estimated weight of passengers for air/water evacuation.</li> </ul> <p>These items listed above serve only as guidelines for the development of emergency evacuation procedures.</p> <p><b>JHA and Emergency Evacuation Procedures Acknowledgment</b></p> <p>As supervisor, I acknowledge that the following employees have participated in the development of this JHA and accompanying emergency evacuation procedures, and have also been briefed on the provisions, thereof, on _____.</p> <table border="1"> <thead> <tr> <th>Supervisor's Signature</th> <th>Supervisor's Name</th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> </tbody> </table>	Supervisor's Signature	Supervisor's Name	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
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United States Department of Interior NATIONAL PARK SERVICE		1. WORK PROJECT/ACTIVITY		2. LOCATION		3. UNIT	
JOB HAZARD ANALYSIS (JHA)		4. NAME OF ANALYST		5. JOB TITLE		6. DATE PREPARED	
7. TASKS/PROCEDURES		8. HAZARDS		9. ABATEMENT ACTIONS ENGINEERING CONTROLS * SUBSTITUTION * ADMINISTRATIVE CONTROLS * PPE			
10. SUPERVISOR'S SIGNATURE				11. TITLE		12. DATE	

Previous edition is obsolete

Part 1 of 2